

**RESS  
Labor Hour Subcontract  
Invoicing & Reconciliation Plan**

The following is the process to reconcile the RESS Labor Hour Subcontract inclusive of both electronic (CLEI) and paper (Non-CLEI) invoicing:

1. The Subcontractor will submit weekly invoicing of labor hours and costs in an Excel file format via e-mail to JPL (the format for this Excel file will be provided by JPL). Project Tasks billed must be authorized per subcontractor employee in the JPL web application "Contractor Work Authorization Web Application" (CWAWA). Data billed must be authorized on a Subcontract Work Order (SWO) and coincide with data in the JPL Support Effort Personnel Application (SEPA). The submitted file will be processed through an upload program that will perform data validation and reject invoices that do not pass validation (henceforth known as "exceptions").
2. The Subcontractor will view the accepted and rejected invoices using the web CWAWA application. Rejected invoices (exceptions) must be either:
  - a. Resubmitted in their entirety
  - b. Resubmitted as partial invoices if the remaining hours & amounts are identified as "Never to Rebill".
3. The Subcontractor will submit paper invoices for Travel, Other Direct Costs and billable amounts due to labor rate adjustments.
4. A JPL payment analyst will maintain a record of:
  - a. Each electronic file submitted identifying the rejections for reconciliation purposes.
  - b. All invoices processed including non-electronic paper invoicing.
5. The Subcontractor will submit the following two reconciliation reports electronically via e-mail to JPL after the last file is processed in each JPL fiscal month. The format for these reports will be provided by JPL, as per Attachment A and Attachment B to Exhibit 11.
  - a. Summary Reconciliation Report (Attachment A)
  - b. CLEI Reconciliation Report Detail (Attachment B)
6. The JPL payment analyst will perform reconciliation between the records of JPL and the subcontractor monthly. Variances will be communicated to the subcontractor for resolution.

4/2/04